
◆◆◆ POSITION ANNOUNCEMENT ◆◆◆



Position Title:	Jury Clerk/Office Assistant - Full time (CL 22, with promotion potential to CL 23)
Announcement No.:	2004-06
Location:	Roanoke, Virginia
Opening Date:	September 26, 2004
Closing Date:	October 11, 2004
Starting Date:	Immediate
Starting Salary:	CL 22/01 - \$21,349

BACKGROUND

The Clerk's Office for the Western District of Virginia consists of 47 employees who support 11 judicial officers and staffs located in seven divisions throughout the District (Abingdon, Big Stone Gap, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke), with the headquarters division in Roanoke.

DUTIES AND RESPONSIBILITIES

- ▶ Assist the Jury Administrator with accurate and efficient entry of data into the Jury Management System by performing duties related to the selection, qualification, and summoning of potential jurors.
 - ▶ Sort and file various records and files.
 - ▶ Make copies of records for court personnel, attorneys, and others.
 - ▶ Operate a personal computer and a variety of copying equipment.
 - ▶ Other duties, as assigned.
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QUALIFICATIONS

To qualify for the position of CL 22/01 Jury Clerk/Office Assistant, the incumbent must be a high school graduate and possess a general knowledge of office practices including use of standard office equipment, such as copying, faxing, scanning, and mailing machines, personal computers, and typewriters. Knowledge of and skill in the use of automated systems.

The applicant must be a motivated worker willing to provide excellent customer service assistance and support to jurors and the public. Must possess and exhibit excellent communication skills and strong organizational skills. Attention to detail is a must. Prior court or legal work experience is preferred.

This position may require occasional overnight travel to other offices and the ability to work after normal business hours.

BENEFITS

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits. These benefits include participation in the retirement system, health and life insurance programs, optional participation in Thrift Savings Plan, optional disability plan, optional long term care program, optional flexible spending accounts, commuter benefits, paid holidays, leave accrual, and periodic salary increases.

APPLICATION INSTRUCTIONS

This position offers challenging work and the opportunity to gain experience in the federal court system. More than one position may be filled.

Submit resume with cover letter of interest and three character references postmarked by October 11, 2004 to:

John F. Corcoran, Clerk of Court
U.S. District Court
P.O. Box 1234, Roanoke, Virginia 24006

or, via email to: careers@vawd.uscourts.gov

Applicant must be a U.S. citizen or eligible to work in the United States. The selected candidate is subject to a criminal record check. All new employees must successfully complete a one year probationary period. This position is subject to mandatory Electronic Fund Transfer Participation for payment of net pay.

The Court is not authorized to reimburse candidates for travel or moving expenses. Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for open positions.

The Poff Federal Building is a non-smoking facility

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER
